



MINISTRY OF EDUCATION BUMBE TECHNICAL TRAINING INSTITUTE

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ISO 9001:2008 Certified Institute



COURSE REQUIREMENTS

SNO	COURSE	REQUIREMENTS	REFERENCE AND STATIONARY	
1	Electrical and Electronic Engineering courses	<ol style="list-style-type: none"> 1. Digital Multimeter 2. Carpenter's tape 3. Phase tester 4. Wire stripper 5. Navy blue apron 6. Soldering iron 	<ol style="list-style-type: none"> 7. Scientific calculator FX570ms 8. A set of pliers (General, long nose and side cutter) 9. A set of technical drawing instrument 10. Drawing board 	<ol style="list-style-type: none"> 1. A ream of printing papers 2. A spring file (plastic)
2	Food and Beverage	<p>Production area</p> <ol style="list-style-type: none"> 1. Chef's jacket 2. Chef's hat 3. Checked skirt/trouser. For skirt half way the leg 4. Tea towel 5. A pair of oven gloves 6. Blue Scarf 7. Flat black leather shoes 	<p>Restaurant area</p> <ol style="list-style-type: none"> 1. Black skirt/trouser. For skirt (just below the knees) 2. White cotton long sleeved blouse/shirt 3. Black half-coat 4. Black bow tie 5. 1 glass cloth (white) 6. 1 tray cloth (white) 	<ol style="list-style-type: none"> 1. Cooking Explained by Davis 2. Food and beverage Control by Kotas 3. Practical Cookery by Victor Ceserani and David Fosket 4. A ream of printing papers 5. A spring file (plastic)
3	Information Communication Technology	<ol style="list-style-type: none"> 1. Flash disk at least 1GB 2. 5 CD-RW 3. Laptop (if able to acquire) 	<ol style="list-style-type: none"> 1. A ream of printing papers 2. A spring files (plastic) 	
4	Guidance and Counseling	<ol style="list-style-type: none"> 1. 4 black books - 4 quire 2. A ream of printing papers 3. A ream of photocopying papers 4. Enough pens to a term 	<ol style="list-style-type: none"> 1. Cobb, N. J. (2004). <u>Adolescence: Continuity, change, and diversity</u> (5th ed.). New York: McGraw-Hill. 2. Dubelle, S. T. (1995). <u>Student self discipline: Helping students to behave responsibly</u>. Massachusetts 09166: Active Publications, Rockport. 3. Horan, J. J. (1979). <u>Counselling for Effective Decision Making</u>. North Scituate, Massachusetts: Dixburry Press. 4. Ivey, E. A, Ivey, B. M and Morgan, S. L. (1997). <u>Counselling and Psychotherapy. A Multi Cultural Perspective</u>. 160 Gould Street. Needham Heights, Mass. 02194: Aviacom Co. 5. Mutie, P and Ndambuki. (1999). <u>Guidance and Counselling for Schools and Tertiary colleges</u>. Nairobi: Oxford University Press 	
5	Nutrition and Dietetics Management	<ol style="list-style-type: none"> 1. Standard White Lab coat 2. Black Leather low heeled shoes Closed 3. Tea Cloth 4. Disposable Hand gloves 1 packet 5. Kenya National Clinical Nutrition and Dietetics reference manual 	<ol style="list-style-type: none"> 1. A ream of printing papers 2. A spring file (plastic) 	
6	Secretarial Studies	<ol style="list-style-type: none"> 1. 4 HB Pencils 2. Scientific Calculator 3. Enough biro pens 4. Rubber/ Eraser 5. 4 Shorthand notebooks 	<ol style="list-style-type: none"> 1. A ream of A4 printing papers 2. Typing first course key boarding & document processing 6th Edition 3. Pocket dictionary pitman new Era Shorthand Edition 4. Pitman New Era Shorthand (Anniversary Edition) 5. Oxford Dictionary 6. Secretarial Duties 10th Edition 7. Office Practice Revised Edition 8. Office Organization & Practice Simplified. 	
7	Hair dressing and Beauty Therapy	<ol style="list-style-type: none"> 1. Navy Blue apron (Available at college at Kshs. 250) 2. Luminous green round-neck T-Shirt 3. Two medium sized white towels 4. One Set pedicure/ manicure 5. Assorted hair combs 6. Pair of sandals 	<ol style="list-style-type: none"> 1. A ream of printing papers 2. A spring file (plastic) 	

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8	Automotive Engineering Courses	Technical Drawing & Workshop Tools <ol style="list-style-type: none"> 1. T-Square 650mm (NOT PLASTIC) 2. 30°, 60° Set Square – 280mm 3. Protractor 180° - Diameter 150mm (PLASTIC) 4. Technical drawing set 4 pieces compass (HELIX) 5. Pencil – 2H and HB (Staedler) 6. White Staedler rubber 7. Scientific calculator 8. Drawing board 9. A set of screw drivers: 6” flat end, 4” flat end and Star screw end. 10. Digital voltmeter 11. Ring spanners in the range of 6-7, 16-17 (set) 12. Open ended spanners in the range of 6-7, 16-17 (set) 13. A pair of pliers Industrial attire <ol style="list-style-type: none"> 1. An overall or dust coat (dark blue) 2. Leather boots 	<ol style="list-style-type: none"> 1. Fundamentals of Motor Vehicle Technology by Hann and Huller 2. Motor vehicle technology and practical work by Dolan 3. Motor Vehicle Engineering Science 4. Motor Vehicle Science and calculations Book 1 and 2 by Arnold 5. Any Technical Drawing book 6. A ream of printing papers 7. A spring file (plastic) 8. 1 ream of photocopying papers 9. 4 A4 Quire Books 10. Enough pens 		
9	Building and Civil Engineering, Plumbing, Water Technology, Masonry	Industrial Attire <ol style="list-style-type: none"> 1. Drawing board 2. An overall or dust coat (Dark Blue) 3. Leather boots Technical drawing & Workshop tools <ol style="list-style-type: none"> 1. Tape measure (good quality) 2. Scientific Calculator 3. Drawing board 4. T-Square 650mm (not Plastic) 5. 30°, 60° Set Square – 280mm 6. Protractor 180° - Diameter 150mm (PLASTIC) 7. Technical drawing set 8. Steadler Pencil – 2H, 4H and HB 9. White steadler rubber 10. One roll ½” masking tape 	<ol style="list-style-type: none"> 1. Carpentry and Joinery Volume I & II by Brian Porter for Carpentry and Joinery course 2. Advanced Carpentry and Joinery By Prank Hilton for Carpentry and Joinery Course 3. Construction Technology Volume I & II by Chelly for Masonry and Building Technology Courses 4. Building Construction by Ezers for Masonry and Building Technology Courses 5. A ream of A4 ruled papers 6. A ream of A4 printing papers 7. A Spring file (plastic) 8. Enough Pens 		
10	Social Work and Community Development	<ol style="list-style-type: none"> 1. Ream of foolscaps 2. Ruler 3. Enough pens and pencil 4. Scientific calculator 	Craft Certificate <ol style="list-style-type: none"> 1. Sociology 4th Edition by Giddens 2. Sociology Theory by Adams & Sydie 3. Human Growth 4. The law of Kenya 3rd Edition by Tudor Jackson 5. History & Government Form 3 & 4 6. Pyschology 7. Social Research Method 3rd Edition by David Dooley Diploma <ol style="list-style-type: none"> 1. Demystifying participatory Development (Mulwa F. 2005) 2. D’Souza, A leadership – A trilogy of leadership and effective management 3. Hope, A and trimmel S. training for transformation (book 1 and 2) a handbook for community workers. 4. Luther F. Organisational behavior 6th Edition New York 5. Lelo Fetal – PRA fiel handbook Egerton Universtity 1995 6. Horine, G. 2005 – Absolute Beginers Guide to Project Management 		
11	Garment Making & Fashion Design	Attire <ol style="list-style-type: none"> 1. Dust Coat Tools <table border="0"> <tr> <td> <ol style="list-style-type: none"> 1. Drawing board 2. Tape measure 3. Seam ripper 4. French curves 5. Paper cutting scissors 6. Shears (fabric scissors) 7. Dressmakers plus 8. Bobbin and bobbin case (for Singer model 15N) 9. Trimming Scissors </td> <td> <ol style="list-style-type: none"> 10. Tracing wheel - Spiked 11. 2H, HB pencils 12. 2.5m plain cotton fabric 13. 30cm Ruler 14. Set squares- One set 15. Hand sawing needles - Set 16. Scientific Calculator 17. Office pins 18. Drawing Board </td> </tr> </table>	<ol style="list-style-type: none"> 1. Drawing board 2. Tape measure 3. Seam ripper 4. French curves 5. Paper cutting scissors 6. Shears (fabric scissors) 7. Dressmakers plus 8. Bobbin and bobbin case (for Singer model 15N) 9. Trimming Scissors 	<ol style="list-style-type: none"> 10. Tracing wheel - Spiked 11. 2H, HB pencils 12. 2.5m plain cotton fabric 13. 30cm Ruler 14. Set squares- One set 15. Hand sawing needles - Set 16. Scientific Calculator 17. Office pins 18. Drawing Board 	<ol style="list-style-type: none"> 1. Ream of Duplicating Papers 2. Metric pattern cutting for men – by Alfred Aldrich 3. Metric pattern cutting for women 4. Metric pattern cutting for children 5. Sewing made simple & complete guide to sewing
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12	<ol style="list-style-type: none"> 1. Business Management 2. Accountancy 	<ol style="list-style-type: none"> 1. Scientific calculator 2. Pens 	<ol style="list-style-type: none"> 1. Company and Labour law by Opiyo 2. Business Accounting by Frank Wood 3. Quantitative Methods 4. Human Resource Management 5. Public Relations 		